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**PART--I-- Orders and Notifications by the Government of Tripura,
The High Court, Government Treasury etc.**

**GOVERNMENT OF TRIPURA
TRIBAL RESEARCH AND CULTURAL INSTITUTE
(TRIBAL WELFARE DEPARTMENT)**

F.No.1(51)-TR&CI/ESTT/2022/280-350

Dated, Agartala the 19th May, 2023.

NOTIFICATION

In exercise of the power conferred by the proviso to Article- 309 of the Constitution and in supersession of the existing recruitment rules for the post mentioned herein, the Governor hereby makes the following rules regulating the method of recruitment to the Post/ Grade of **Lower Division Clerk (LDC)** Group-C category in the Department / Organization namely:

1. Short Title and commencement –

(1) These rules may be called Recruitment Rules, 2023 for the Post/ Grade of **Lower Division Clerk (LDC)** in the Directorate of Tribal Research & Cultural Institute under Tribal Welfare Department, Government of Tripura.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. The name of the post has been specified in column-1 of the Scheduled enclosed at Annexure-I.

3. Number, Classification and scale of pay:-

The number of the said post, its classification and the scale of pay attached thereto has been as specified in **Rows 2 to 4** of the Schedule included.

4. Method of recruitment, age limits, qualification etc.

The method of recruitment to the said posts, age limits, qualifications and other matters relating to the said post shall be as specified in **Rows 5 to 13** of the said Schedule.

5. Disqualification:- No person

(a) who has entered into or contracted a marriage with a person having spouse living; or
(b) who having a spouse living has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.

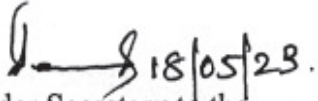
Provided that the State Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

6. Power to Relax:- Where the State Government is in the opinion that it is necessary or expedient so to do, it may, by order, for reason to be recorded in the writing, and with the concurrence of the GA(P&T) Department, relax any of the provision of these rules with respect to any class or category of persons.

7. Repeal:- The Common Recruitment Rules for the post of **Lower Division Clerk (LDC)** that are existing under the Government of Tripura are hereby repealed with immediate effect and are replaced by these Recruitment Rules according to the Scheduled at Annexure-I enclosed herewith.

8. **Savings:-**Nothing in those rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-Servicemen and other special categories of persons in accordance with the orders issued by the State Government from time to time in this regard.
9. This Notification is issued as per approval of the G.O. No. 04 vide File No.20(3)-GA(P&T)/19 dated 7th November, 2020 issued by the Government in the GA(P&T) Department and Finance Department vide U.O.No.80/FIN(ESTT-II)/2023 dated 10/05/2023.

By order and in the name of the Governor,


Under Secretary to the
Government of Tripura

Recruitment Rules (RRs) for the post of Lower Division Clerk (LDC) Grade under Tribal Research & Cultural Institute, Government of Tripura.

SCHEDULE

1.	Name of the post(s)	:-	Lower Division Clerk (LDC)								
2.	No. of posts.	:-	2 (two) Nos. plus addl. post(s) as and when created by the Government.								
3.	Classification	:-	Group-‘C’ (Non-Gazetted).								
4.	Scale of pay	:-	<table><tr><td>Pre-revised Scale of Pay</td><td>Corresponding Scale of Pay</td><td>Revised Scale of Pay</td></tr><tr><td>PB-2, Pay Band Scale Rs.5700 - 24000/- + GP - Rs. 2200/-</td><td>Cell-I of Level - 7 of Tripura State Pay Matrix, 2018 [Tripura Civil Service (Revised Pay) (First amendment) Rules, 2018].</td><td></td></tr></table> <p>Subject to revision by the Government from time to time.</p>			Pre-revised Scale of Pay	Corresponding Scale of Pay	Revised Scale of Pay	PB-2, Pay Band Scale Rs.5700 - 24000/- + GP - Rs. 2200/-	Cell-I of Level - 7 of Tripura State Pay Matrix, 2018 [Tripura Civil Service (Revised Pay) (First amendment) Rules, 2018].	
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5.	Method of recruitments, whether by direct recruitment or by promotion or by deputation/ transfer and the percentage of the vacancies to be filled by various methods.	:-	<p>(i) 20% by Promotion and 80% by Direct Recruitment.</p> <p>(ii) (a) For direct recruitment selection will be through competitive examinations (Written and Interviews followed by Type Test on Computer) to be conducted by the recruitment board constituted by the Directorate of Tribal Research & Cultural Institute.</p> <p>(b) Interview/ Viva voce shall be not exceeding 15% of the Total Marks.</p> <p>(c) Syllabus – Enclosed at Annexure-I (and as revised by the Government from time to time).</p>								
6.	Age limit for direct recruitment	:-	18 to 40 years, Upper age limit is relaxable by 5(five) years in case of SC/ST/PwDs (PH)/Government servant candidates.								
7.	Educational & other qualifications required for direct recruitment	:-	<p>(i) Madhyamik or equivalent examination passed from any recognized Board/Institution.</p> <p>(ii) Having knowledge of operating Computer and proficiency in typing on computer with Keyboard with an accurate speed of minimum 30 (thirty) words in English per minute along with basic computer knowledge.</p> <p>(iii) For selection to Bengali Typist minimum speed should be 25 (twenty five) words in Bengali per minute on Computer with Keyboard, along with basic computer knowledge.</p> <p>Desirable:-Having Knowledge of Bengali/ Kokborok.</p> <p>Note:-</p> <p>(a) Prescribed type-test should be conducted on Computer with Key Board and not in manual type</p>								

		<p>writer machine.</p> <p>(b) Type Test on computer shall be qualifying in nature and it carries no marks All categories candidates shall be recruited even if they do not initially qualify in the Type-Test on computer and if they are otherwise qualified, shall be given a consolidated pay for a period of 6(six) months at the end of which they should be tested again in Typing and if they do not qualify even at the end of 6(six) months they will continue to be employed in the consolidated pay till such time they qualify and shall not be entitled to any annual increment.</p> <p>(c) <u>Exemption for Persons with Disabilities.</u> Persons with Disabilities who are otherwise qualified to hold clerical post(s) and who are certified as being unable to type by the State Medical Board or by a Registered Government Medical Officer should be exempted from typing qualification and Type Test.</p>
8.	Whether age and educational qualifications prescribed for the direct recruitment will apply in case of promotion.	:- Age: - No Qualification: - Yes (as per Item No.7 above).
9.	Whether selection post or non-selection post.	:- For Direct Recruitment:- Selection (As per Item No.5(ii) above) For promotion: - Non-selection.
10.	Period of probation, if any.	:- 2 (two) years.
11.	In case of recruitment by promotion/ deputation/ transfer, grade from which promotion/ deputation/transfer is to be made.	:- From the post of Group-D employee having requisite educational and other qualifications as prescribed under educational as prescribed under Item No.7 above, with at least 5(five) years' experience in this Grade.
12.	If a D.P.C. exists, what is its composition?	:- Group – 'C' D.P.C.
13.	Circumstances in which TPSC is to be consulted in making recruitment.	:- Not applicable.
14.	Repeal	:- Existing Recruitment Rules- Similar RRs common to all Departments for the post of LDC Grade vide No.F.20(3)-GA(P&T)/96 dated 28 th September, 2000, G.O.No.5 and vide No.15791-873/F.1-116/TW/ESTT(LDC)/2000 dated 6 th November, 2001 of the Directorate of Tribal Research and Cultural Institute under Tribal Welfare Department and all earlier subsequent amendments in this regard are hereby repealed.


 18/05/23
 Under Secretary to the
 Government of Tripura

Annexure-I (Syllabus for LDC Grade)

THE WRITTEN EXAMINATION & INTERVIEW WILL BE HELD AS FOLLOWS

Subjects	Syllabus	Full Marks	Time
<u>Paper-I</u> English	Knowledge of English/ Bengali (OMR based MCQ Type)	40	2 (two) hours
	Job oriented question (OMR based MCQ Type)	30	
<u>Paper-II</u> General Knowledge & Current Affairs	i) Matter of common experience and current events and problems with special reference to India and world, helping the development of curiosity and interest among the youths ii) Elementary knowledge of Indian History, Indian Geography and Constitution of India. (OMR based MCQ Type)	100	2 (two) hours
<u>Interview</u>	Personal qualities of the candidates e.g. Intellectual ability, Interest in current affairs etc.	30	

- (a) Primary Merit list will be prepared by adding marks obtained in all papers of the written examination to restrict the number of candidates to be called for Interview. Number of candidates (category wise) qualified in the Written Examination shall be called for Interview in the following ratio subject to attaining of minimum qualifying marks in the written examination (35% for UR candidates and 30% for reserved candidates).

Number of candidate(s) to be selected	Number of candidates to be called for Interview (category wise)
01 (one)	05 (five) candidates (1:5)
02 (two)	08 (eight) candidates (1:4)
03 (three) and above	3 (three) times the number of vacancies (1:3)

Note: - Candidate(s) scoring marks equal to that of the last candidate so selected for the Interview will also be called for Interview.

- (b) Final Merit list will be prepared by adding the marks obtained in the written examination and interview. In no case a candidate will be called for Interview unless he/she appears in all papers of the written examination. If a candidate remains absent in Interview on/and Type Test his/her candidature will not be considered for final selection. After final selection, all selected candidates will be called for Type Test on Computer. The Type Test shall be qualifying in nature and it carries no marks.


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